PTO Board Meeting

Aug 11, 2021

7:30-9:30

**Attendees:**

* Pam Rajasekhar: Co President
* Amie Butler: Co President
* Sarah Barbrow: Education Support Coordinator
* Casey Kudesia: Treasurer
* Alyssa Haggerty: Community Coordinator
* Dave Lievens: Communications Coordinator
* Angie Kim: DEI Coordinator
* Jenn Reale: Past Co-President
* Sonia Yung: Secretary
* Spencer Poole: Past Co-President

**Minutes:**

# 1.July Retreat Recap (Pam)

*Share recap of Board Retreat Highlights: PTO Vision Exercise & Introducing ELMO.*

1. Sonia was late to meet the need for recap from others.

# 2.Approve July 18 minutes (Sonia)

1. Need to confirm if prior minutes were approved

# 3.Mindy Meeting Updates (Amie & Pam)

*Share learnings from co-president meetings with Mindy with the rest of board.*

1. **Teacher stipend:** Mindy will send a list to Amie and then Amie will send it to Casey.
2. **School Council:** Discussed with Mindy and the school council is a council that works with the PTO and principal on school improvement plans as well as implementation of education programs.

I. Council consists of teachers, maybe 3 parents and a principal and someone from the community. Looking for volunteers

1. **Events:**

I.Sept 2nd: Open House 130-230 might split into smaller groups still trying to figure out what it will look like

II. First day of school Welcome Coffee with parents.

III.Sept 29th 6pm Curriculum night. PTO would like to speak at.

**d. Mutual aid:**

I.Nikki Eastburn is the counselor for caregivers.

II.Looking for parents interested in helping with community needs.

III.PTO will set up a meeting on how to put mutual aid volunteers together.

IV:Looking to connect with other PTOS to see if they have ideas and experience on it.

V:PTO board let know if you are interested in volunteering for mutual aid.

# 4. Budget (Casey)

Updates from the Treasurer on current budget and outlook on expenses/income for coming month, as well as update on any key budgeting activities

a.No formal plan yet for next year's budget. But as expenses come to mind speak to Casey

b.Invoices or reimbursement let Casey know what area she pays it off to.

c.Budget was reconciled last month.

d.Gave contractor first payment of playground .

# 5.Operations (Amie, Sonia, Sarah and Pam)

*Discuss operational improvements that will create efficiencies and help our effectiveness as a board*

**a.By-Laws Updates:**

I.Over the summer Amie did research on current bylaws and filings .The by laws needed to be updated.

II. Need to get bylaws approved at the first community meeting this year.

III.Decided on minimum public meeting required meetings 4 .

IV.Give 48 hours notice for a public meeting.

V.Give 48 hours notice for special meetings.

VI.Setting budget to be approved Sept1-Oct 31st.

VII:Grant to review our proposed changes above to the bylaws and we'll get back to us.

**b Quorum:**

I.Agreed to set it to 6 people.

**c.Operating Policies:(Sonia)**

I.Sonia working with Amie on operating policies.

II.Will send out a review to the board once it's completed.

**d.Drive Usage: (Sarah)**

I.Team drive Burr School PTO files and all business we do can be filed in the drive.

II.Sarah made categories.

III.For sharing files outside the Shared Drive, you may need to make a copy.

IV. Sarah wrote [naming conventions](https://docs.google.com/document/d/1rKfgyIPFaO7u9IFbDIy9K2d_XDWMhRrRO6VF6uAjepI/edit).

**e.Amie Recusal:**

I.Amie has restrictions with work and has to let them know about the PTO and has to give us a letter to confirm we understand things such as she cant work with current clients in regards to PTO business.

II.Amie will send us the letter or drive somewhere.

**f.Calendars:**

I.Sort out what calendar we are going to use.

II. Dave looked at the best format and Alyssa.

**g.Board Meeting Schedule:**

I.Decided on Wednesday once a month, second or third Wednesday?

II.Time: Voted for 8pm

**h.Community Meeting Schedule:**

I.Need to get dates down.

II.Mindy does want monthly parent principal coffee or some version of that.

III.Open to alt zoom and live meetings

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# 6.Communications (Dave)

**a.Website edits:**

I.When can we update the website?

II. When the website is updated with new bios can we add PTO board email addresses.

**b.Communication Channels:**

I.Slack recently discussed what other channels should we use for communications?

II.Trying to group things together in BUZZ instead of multiple emails sent out.

III. Discussed possible Buzz process for sending updates.

IV.Try to avoid last minute communication for buzz.

V. Need to incorporate Multi language for communications and decrease paper communications use

VI. Who will send out paper communications? Staff did it last year and still don't know who will be allowed in the building at this time. The PTO used to be in charge of paper documents in mail boxes pre COVID.

VII.When sending out paper communications use double sided ect only a handful need paper.

\*\*Note the school copy machine makes only black and white copies.l

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# 7.Community (Alyssa,Team & Sarah )

*Discuss how can we bring the community back together through events, programming, and communications*

* 1. **Back To School Picnic:**

I.Sept 23rd 530pm

II.Pizza market may be a food truck for parents. Yogurt beach is on board.

II.Volunteer fair maybe 3 tables one for boofest promotions for volunteers

IV.Maybe a raffle to entice volunteer signup.

* 1. **Volunteer recruitment activities: (Google Form, Handbook, Recruitment Event)**

I.Sarah and Amie created a Handbook, a list of all the volunteer positions we have. Create Google Doc of volunteers.

II.-Sept 2nd open house table outside of the school for membership tool kit , volunteer signup and some time at curriculum night to talk PTO!

* 1. **Volunteer Rosters/Thank Yous:**

I.Keep a list of volunteers so we can keep a list of people and ask for future help. II.Have a possible appreciation day for Volunteers?

III.Get volunteers names to build rapport and say personal thank yous.

IV.End of winter and end of year thank you sent to volunteers.

V.List will be created in the drive of volunteers.

VI.Put Volunteer tables out at all possible events.

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# 8. Fundraising/Community ( Pam )

*Discuss ways we can maintain focus on fundraising and build momentum in the absence of a fundraising chair*

a.Identifying potential fundraising committee members:

I.Craig for Wolf fund

II.Alison Kelly auction?

b.Parent Social Event (Live or Virtual TBD)

I.Crockpots, Cornholes still need location.

II.Some virtual events.

III.Could be virtual by grade or class

# 9.Diversity, Equity, and Inclusion ( Angie )

*Discuss ongoing diversity, equity, and inclusion initiatives and activities as well as ensure DEI perspective applied to board decisions*

a. Updates from FORJ, ELPAC, SEPAC and on any other recent/upcoming activities Angie meeting with Lucy and Eliza and ELPAC chairs and see where they are standing. Expectations of the school year . Angie will make notes and put in drives. Cathy Lopez DEI director of Newton emailed.

# 10.Educational Support (Sarah)

*Discuss the work of educational support teams/programs and updates on key activities*

**a.Updates from CAS, UOD, Green Team and on any other recent/upcoming activities.**

I.CAS has a new coordinator but needs a grade of coordinators

II.UOD still needs coordinators..

**b.Green Team:**

I.Allison Kelly active on the city green team but meeting next week to discuss more plans.

II.Green team is kids and Mrs. Robinson . Ms. Robinson wants to bring the green team back and will check with staff as well.

III.Goal is to move GT to Ms. Robinson and kids

**c.Garden:**

I.Planted some crops.

II.-Cleaned out the shed and painted the shed door.

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# 11.Miscellaneous Updates ( Jenn, Pam, Amie )

*Address any outstanding issues*

**a.Playground Progress:** Update from Jenn/Spencer:

I.Check was cut waiting on timbers replacing old ones by hand.

II.Mesh covering going down by backfilling.

III.Old wood chips then mesh will be put down. Mesh covers playgrounds but not -near buddy benches or by the bricks.

IV.Kindergarten playground is not getting mesh covering.

V.To be completed before school starts.

VI.Gaga pit build your own could make it a community event.

**b.Need help on sourcing new sound system:**

I.It was found to be missing in the spring. Need a new one and make sure we make guidelines on using sign out and secure place lock and key.

II.Sonia to do research on what we should buy.

# 12. All other business/Adjourn ( Amie & Pam )

*Identify key action items prior to adjourning*

a.Meeting adjourn at 930 by Pam and Amie